



Vacancy Announcement 09-T5-122-DR

VA Medical Center, Martinsburg, WV 25405

POSITION AND GRADE

Emergency Preparedness
Planning Specialist
GS-0301-12/13

SALARY RANGE

\$73,623 – \$113,815 Boston, MA
\$67,613 – \$104,525 Lexington, KY

LOCATION

Emergency Management Strategic
Healthcare Group (EMSHG)

ISSUE DATE

May 27, 2009

CLOSING DATE

June 16, 2009

TOUR OF DUTY

Monday - Friday
08:00 AM – 4:30 PM

NUMBER OF VACANCIES

Two vacancies, 1 each in the following
locations:
Boston, MA
Lexington, KY

RELOCATION EXPENSES ARE AUTHORIZED

***The Incumbent will be subject to work under emergency notification and contact procedures. The incumbent has an essential duty to deploy in emergency situations and other related mission.**

***Extensive travel within the United States is required. Overseas travel may be required.**

AREA OF CONSIDERATION: This vacancy announcement is open to current federal employees servicing under a career or career conditional appointment; former federal employees with reinstatement eligibility; and persons including veterans, eligible for appointment under special hiring authorizes.

DUTIES: Analyzes and evaluates, on a quantitative and qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Evaluates region wide programs against short and long term objectives. Is the chairperson of the Emergency Preparedness Advisory Committee. Conducts liaison duties with Network Director, advising Director on 1) developing VISN (Veterans Integrated Service Network) level emergency management response plan, 2) Developing capability of each facility to effectively manage consequences of internal/external emergencies, 3) meeting responsibilities under the VA-DOD Contingency Plan, 4) Ensuring facilities of the Federal Coordinating Center develop and maintain NDMS reception Areas and Teams, 5) Ensuring each facility assists regional, state, and local emergency preparedness agencies to prepare for major medical disasters. Advises

Medical Center Directors and others on 1) participating in and supporting regional level emergency management response plans, 2) developing capability of facilities to effectively manage consequences of internal/external emergencies, 3) meeting assigned responsibilities of Federal Coordinating Center develop and maintain NDMS Reception areas, 4) meeting assigned responsibilities of the VA-DOD Contingency Plan, 5) ensuring facility assists regional, state, and local emergency preparedness agencies prepare for major medical disasters. Researches legislation, EOs, regulations, and analyzes impact on agency programs. Performs program work to effect policy. Serves as a resource person and consultant to Medical Centers and facilities. Reviews regional planning programs for effectiveness. Coordinates and/or participates in implementation and evaluation of exercises. Designs exercise scenarios. Establishes and maintains relationships with the general public, media, key officials, agency stakeholders, and/or community groups to communicate and disseminate information. Performs real life emergency/disaster assistance activities. Exercises responsibilities related to the issuance of alert notification to government agencies. Exercises responsibilities to deliver adequate facilities and communication for effective response and recovery operations. Coordinates identification of special team members, develops policies and plans to support the team. Analyzes current resources.

QUALIFICATION REQUIREMENTS: To have basic eligibility, applicants must meet standards as outlined in the Office of Personnel Management Qualification Standards Manual for General Schedule Positions, Group Coverage Qualifications Standards for Administrative and Management Positions.

Valid State Drivers' License must be identified on the application or applicant will not be deemed qualified.

SPECIALIZED EXPERIENCE: Applicants must have one (1) year of specialized experience equivalent to the next lower grade level which has equipped the applicant with the particular knowledge, skills and abilities (KSA) to successfully perform the duties of the position. Experience is typically in or directly related to the work of the position to be filled.

Typical specialized experience would include one year of work experience performing duties such as researching legislation, Executive Orders, regulations and analyzing impact on Agency programs. Drafting proposed legislation changes, formulating and disseminating policies, exercising, evaluating, and coordinating Federal/State/local plans or developing business strategies. Performing program work to effect policy. Assisting State and local governments in designing and reviewing emergency management plans. Establishing criteria to assess quality program accomplishment. Evaluating programs against criteria. Recommending program changes to improve quality.

TIME IN-GRADE REQUIREMENT: Applicants must have completed 52 weeks at the next lower grade level.

EVALUATION METHOD: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, etc. indicate they possess the knowledge, skills, and abilities (KSA) described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the skills and abilities on plain bond paper. The information provided will be used to determine the "best qualified" candidates. **Please Note: Failure to address the KSA's will result in ineligibility for this position.**

EVALUATION/KSA FACTORS

- 1. Ability to develop contingency plans that effectively support national emergency management operations.**
- 2. Knowledge of the federal laws, regulations, policies, guides and procedures applicable to comprehensive emergency management programs.**

3. **Ability to develop, evaluate, modify, and manage the implementation of emergency management policies, plans and programs**
4. **Ability to manage a national medical evacuation -treatment system in response to national crisis, catastrophic events, disaster declarations, and during planned training exercises.**
5. **Ability to communicate effectively on a wide range of administrative and technical matters.**

HOW TO APPLY: ALL interested candidates must submit the following items by the closing date of the announcement.

Valid State Drivers' License must be identified on the application or applicant will not be deemed qualified.

***Applicants must specify desired location(s) on application. Applicants will only be considered from the location(s) they request.**

- (1) Application for Federal Employment (OF-612), resume, or other form of application, showing the position you are applying for, announcement number, and the lowest salary you are willing to accept.
- (2) Narrative response addressing each KSA factor listed above. **Please note: Failure to address the KSA's will result in ineligibility for this position.**
- (3) Copy of most recent performance appraisal, if available.
- (4) Copy of your last competitive SF-50, Notification of Personnel Action, to document your competitive status, if applicable.
- (5) A copy of Form DD-214 – Member 4 Copy to verify military service showing **the character of service you were discharged under**, documentation from a VA Regional Office to verify service-connection disability; or a letter of referral from a State Vocational Office to verify eligibility for appointment under special appointing authority for handicapped.
- (6) If using education to qualify, please submit copy of college transcripts, if applicable.
- (7) Declaration for Federal Employment (OF-306). Please note: If you do not submit the OF-306, your application will not be considered.

- **All applications submitted become a part of the Merit Promotion Vacancy Announcement File and will not be duplicated and/or returned.**
- **Incomplete applications will not be considered. Missing forms will not be requested from the applicant.**
- **ALL APPLICATIONS AND REQUIRED FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.**
- **Applicants are responsible for providing full and complete information as to their qualifications for this vacancy.**
- **Applications sent via fax or e-mail will not be considered.**

CONDITIONS OF EMPLOYMENT: all interested candidates must be able to meet the following employment conditions.

You must be a U.S. citizen to qualify for this position.

A drug test may be required for any applicant tentatively selected from outside the VA Medical Center. All applicants tentatively selected for VA employment in a testing designated position are subject to

urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA. After appointment, you will be subject to random testing for illegal drug use. After appointment, you will be subject to random testing for illegal drug use.

Candidates selected must be fingerprinted prior to appointment. Appointment to this position is contingent upon satisfactory completion of a secret level (noncritical sensitive) security clearance.

You must have a valid driver's license to qualify for this position.

You must meet time-in-grade requirements within 30 days of the closing date of this announcement.

Subject to work under emergency notification and contact procedures. May be required to travel overseas. Must have an annual Family Support Plan approved by the District Manager, EMSHG, for care of dependents while deployed.

Selectees for this position must pass a pre-employment medical examination. Required to periodically submit to a medial fitness for duty examination. Must be medically qualified to discharge the duties and responsibilities of this position and capable of complying with all applicable laws, regulations, and procedures. Must be medically capable of deployment under routine and emergency conditions. Must be capable of traveling by any means of transportation. Appointment to this position is contingent upon satisfactory completion of a Background Investigation.

SELECTION PROCEDURES: Qualified candidates will be rated and selection made in accordance with our local promotion policy.

After the closing date we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We will try to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

Application packages should be mailed to **VA Medical Center, 510 Butler Avenue, Human Resources Management Service (HRM/05), Martinsburg, WV 25405**. For further information, contact Dawn Reidy (304) 263-0811, extension 3795 or Heather Sims (304) 263-0811, extension 3255.

This Medical Center will provide reasonable accommodations to applicants with disabilities upon request. The decision on granting reasonable accommodation will be on a case-by-case basis.

Equal Employment Opportunity
Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.